

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

June 6, 2003

In Reply Refer To:
1400-713 (FA-102) P

EMS Transmission 06/06/03
Director's Office Instruction Memorandum No. OF&A 2003-005
Expires: 09/30/04

To: All OF&A Employees

From: Director, Office of Fire and Aviation

Subject: Policies on Equal Employment Opportunity and the Prevention of Sexual Harassment

Program Area: Equal Employment Opportunity

Purpose: This Instruction Memorandum (IM) communicates the policies of the Director, Office of Fire and Aviation on Equal Employment Opportunity and the prevention of sexual harassment in the workplace.

Policy/Action: The policy in the Office of Fire and Aviation is to ensure an equitable and harassment-free work environment where people treat one another with respect. Managers, supervisors, and employees, as well as our contractors, cooperators, and volunteers have the responsibility to work for and maintain a discrimination-free environment for everyone, and prevent sexual harassment in the workplace, in all of its various forms. The work environment includes government buildings and offices, field sites, and the fireline—anywhere that work-related activities occur. It also includes vehicles or other conveyances used for travel.

I ask for your personal commitment and support in communicating the message that harassment in any form by Bureau of Land Management personnel will not be tolerated. You should be aware that an employee can be held personally liable for sexual harassment and such conduct could cost an individual their job.

Attached are the BLM Office of Fire and Aviation policies on Equal Employment Opportunity (Attachment 1) and Sexual Harassment (Attachment 2). These policy statements should be posted on an official bulletin board in each office and other prominent locations for everyone to read.

Time Frame: This IM is effective on receipt.

Budget Impact: The application of this policy to other program areas should have a positive impact on the budget by decreasing the cost of processing complaints of discrimination.

Background: Management has determined that employees need to be reminded of this policy on a yearly basis.

Manual/Handbook Sections Affected: No manual or handbook sections are affected.

Coordination: None.

Contact: If you have questions or concern regarding this policy, please contact Debie Chivers, EEO Manager, at (208) 387-5454.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

2 Attachments

- 1 - Harassment-Free Workplace Policy (1 p.)
- 2 - Equal Employment Opportunity Policy (1 p.)

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